

Date: [Insert Date]

Recipient Name: [Insert Customer Name]

Account Number: [Insert Account Number]

Subject: FINAL NOTICE: Impending Closure of Dormant Account

Dear [Insert Customer Name],

Our records indicate that your account has been inactive for a period of [Insert Time Period]. We previously sent notifications regarding this inactivity, but we have not yet received a response or seen any transaction activity.

This is a formal notice that if no action is taken by **[Insert Deadline Date]**, we will proceed with the closure of this account in accordance with our terms and conditions.

To keep your account open, please perform one of the following actions before the deadline:

- Log in to your online banking portal.
- Make a deposit or withdrawal of any amount.
- Contact our customer support team at [Insert Phone Number].

If the account is closed, any remaining balance will be [handled via check/transferred to state unclaimed property funds/transferred to your linked account]. Please note that once the account is closed, you may need to re-apply if you wish to open a new account in the future.

If you have already taken steps to reactivate your account, please disregard this letter.

Sincerely,

[Insert Name/Department]

[Insert Company Name]

[Insert Contact Information]